

# FMLA Eligibility Calculator

myUFL now featurs an FMLA Eligibility Calculator. This calculator is available to employees, supervisors, and department administrators. Use the following steps to access and use the calculator. Please note Eligibility for Emergency FMLA under the Families First Coronavirus Response Act is determined differently and is not taken into account using this calculator.

## my.ufl.edu navigation

Employee

 $\mathsf{Main}\,\mathsf{Menu}\,{\rightarrow}\,\mathsf{My}\,\mathsf{Self}\,\mathsf{Service}\,{\rightarrow}\,\mathsf{Benefits}\,{\rightarrow}\,\mathsf{UF}\,\mathsf{FMLA}\,\mathsf{Calculation}$ 

Supervisor Main Menu  $\rightarrow$  Human Resources  $\rightarrow$  Manager Self Service  $\rightarrow$  Time Management  $\rightarrow$  UF FMLA Calculation

#### Department/Unit HR

(must have the UF\_EPAF\_Department Admin OR UF\_EPAF\_Level 1 Approver security role) Main Menu  $\rightarrow$  Human Resources  $\rightarrow$  UF Departmental Administration  $\rightarrow$  UF FMLA Calculation

## Employee

- 1. Enter the date in which your FMLA will begin in the **Date** field (the field will default to today's date)
- 2. Click the Calculate button
- 3. Your number of **Eligible FMLA hours** will be displayed\*\*

UF FMLA Calculation	
Empl ID 12345678	
Name Smith, Jose	
Date 03/25/2020 🛐	
Calculate	Number of eligible FMLA hours: 480

## Supervisor (Manager Self Service)

- 1. Enter the UFID of the employee in the **Empl ID** field (if unknown, enter other search data such as last name)
  - a. NOTE: Only employees who report to you will display
- 2. Click the **Search** button
- 3. Enter the date in which the employee's FMLA will begin in the **Date** field (the field will default to today's date)
- 4. Click the **Calculate** button
- 5. The number of Hours used in previous 12 months and eligible FMLA hours will display\*\*

UF FMLA Calculation	UF FMLA Calculation
Enter any information you have and click Search. Leave fields blank for a list of all values.	
Find an Existing Value	
▼ Search Criteria	
Empl ID: begins with 🗸	Empl ID 12345678
Last Name: begins with v	Name Smith,Jose
Name: begins with v	Date 03/25/2020 B Hours used in previous 12 months: 0
Search Clear Basic Search 🧟 Save Search Criteria	Calculate Number of eligible FMLA hours: 480

## **Departmental Administrator/HR**

- 1. Enter the UFID of the employee in the **Empl ID** field (if unknown, enter other search data such as last name)
  - a. NOTE: Only employees in your department will display
- 2. Click the **Search** button
- 3. Enter the date in which the employee's FMLA will begin in the **Date** field (the field will default to today's date)
- 4. Click the **Calculate** button
- 5. The number of Hours used in previous 12 months and eligible FMLA hours will display\*\*

UF FMLA Calculation					
Enter any information you have and click Search. Leave fields blank for a list of all values.			A Calculation		
Find an Existing Value			011111	Acalculation	
<ul> <li>Search Criteria</li> </ul>					
Empl ID:	begins with 🗸				
Empl Record:	= ~		Emp	ID 12345678	
Name:	begins with 🧹	]			
Last Name:	begins with 🗸	]	Na	ame Smith,Jose	
Second Last Name:	begins with 🧹	]			
Alternate Character Name:	begins with 🧹	]	l l	ate 03/25/2020 🔛	Hours used in previous 12 months: 0
Middle Name:	begins with 🧹	]			
□ Case Sensitive				Calculate	Number of eligible FMLA hours: 480
Search Clear	Basic Search 🖉 Save Search Criteria				

# Other Messages\*\*

#### If you are not currently eligible for FMLA leave the following message will be displayed:

Currently, you are not eligible for FMLA. The system indicates that you have not been employed with UF for a total of 12 months, which need not be consecutive. If you have questions or would like to speak with someone regarding your eligibility, please contact your departmental HR representative or Central Leave at 352-392-2477 or by email at <u>fmla@hr.ufl.edu</u>.

#### If you have exhausted your FMLA leave the following message will be displayed:

Currently, you are not eligible for FMLA. The system indicates that you have exhausted your annual FMLA leave entitlement. If you have questions or would like to speak with someone regarding your eligibility, please contact your departmental HR representative or Central Leave at 352-392-2477 or by email at <u>fmla@hr.ufl.edu</u>.

For assistance with policies & procedures contact UFHR at <u>humanresources@ad.ufl.edu</u> or 352-392-2477.

For technical assistance, contact the UF Computing Help Desk at 352-392-4357.